



PROJECT CLOSE-OUT CHECKLIST

PROJECT NAME: _____ NO.: _____ DATE: _____

THE FOLLOWING ITEMS MUST BE APPROVED AND ON FILE IN THE COMMUNITY DEVELOPMENT DEPARTMENT PRIOR TO A PROJECT RECEIVING FINAL SITE CLEARANCE BY THE COMMUNITY DEVELOPMENT DEPARTMENT:

- ☐ A. Letter of Acceptance from the Broward County Department of Environmental Regulations (BCDER) Surface Water Management Division, or the Central Broward Water Control District (CBWCD), whichever is applicable.
- ☐ B. A signed and sealed site lighting letter from a Professional Engineer or Architect registered in the State of Florida stating that "all exterior lighting construction conforms with City of Sunrise Code, Section 16-150."
- ☐ C. A signed and sealed letter from the Engineer of Record certifying that the site is in compliance with all ADA requirements.
- ☐ D. A signed and sealed certification letter by the Engineer of Record for the paving and drainage installation.
- ☐ E. Five (5) sets of paving & drainage as-built prints using the approved design drawings, signed and sealed by the Engineer of Record and a Land Surveyor registered in the state of Florida to be APPROVED by this department PRIOR to any final site inspection
- ☐ F. One (1) CAD drawing file on disk, preferably in AutoCAD 2007 format, with paving & drainage as-built information.
- ☐ G. The installation of the permanent water meter must have occurred.
- ☐ H. One original Backflow Prevention Assembly Field Test Report for commercial meters.
- ☐ I. Notification from the Public Service Department that the temporary water meter(s) has been collected.
- ☐ J. Final site inspection approval by the Engineering Inspector and Planner assigned to the project.
- ☐ K. Receipt of original title insurance policy.
- ☐ L. Other: _____